

	<b>Effective Date:</b>	10-01-2015
	<b>Policy #:</b>	G-37
	<b>Supersedes:</b>	02-03-14
<b>Subject:</b> <b>Student Assistant Program</b>		<b>Page:</b> 1 of 3

## **PURPOSE**

This policy establishes requirements for the hiring, retention, and allowable work hours of employees for student assistant positions within the Department of Licensing and Regulatory Affairs. This policy applies only to Civil Service Student Assistant positions. Interns, externs, and work-study programs are exempt from this policy.

## **STANDARDS**

1. Student Assistant positions must be established and/or filled based on need and work functions. Establishments must be supported by an accurate and up-to-date position description.
2. The intent of the Student Assistant Program is to provide students with a meaningful work experience, commensurate with post-high school skills and, ideally, related to their field of study.
3. Student Assistant positions are typically filled through a competitive interview process, including the inclusion of at least three candidates in the interview pool. Recruitment methods may include the Civil Service Vacancy Posting process or through direct contacts with colleges, universities or vocational schools. Postings should include the preferred area of study, if any, and indicate any special skills the applicant should possess. Reference [Regulation 3.04](#), Selection of Employees for Position Vacancies, for detailed information.
4. A pre-employment drug test is required for all student assistant appointments.
5. At the time of hire, students must be provided with the student orientation materials and return all required forms to the Office of Human Resources (OHR).
6. Student assistants cannot exceed 129 hours of service in any calendar month, including prior state employment during the month in another position. Exceptions to this limit require prior approval of the State Personnel Director.

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<b>Subject:</b> <b>Student Assistant Program</b>		<b>Page:</b> 2 of 3

7. A person with prior state employment can be appointed to a non-career (student) position only if (1) the person has no hours of service in any state employment in the immediately preceding 13 weeks, or (2) special approval has been obtained from the State Personnel Director by the LARA Office of Human Resources.
8. Performance ratings for students are at the discretion of the immediate supervisor or bureau director.
9. At the time of hire, students are awarded a pay rate that is commensurate with the skills required for the duties of the position and the student's academic level in school as stipulated in the [State of Michigan Compensation Plan](#) Student Assistant Pay Schedule. The bureau should consult with OHR to determine the appropriate pay rate.
10. Except for statewide general salary increases, student pay increases are not automatic. Managers may request an increase of up to 3% after the first 1040 hours have been worked and again when 2080 hours have been worked from the initial hire date. Subsequent requests for increases up to 3% must be based on increased responsibilities or outstanding job performance. All pay increase requests must be submitted via the NEOGOV requisition system and must be supported by a memo of justification. Approved increases will be effective the first day of the pay period the request is submitted.
11. Each bureau is responsible for verifying and documenting that each student is properly enrolled in school prior to hire and at the beginning of each subsequent semester. Students must be enrolled for a minimum of 6 credits hours per term/semester towards a degree or program. At the end of each semester, verification of course completion/grades must be obtained from each student. Any student that did not satisfactorily complete the required number of credit hours or were, in fact, not in school, must be separated. Summer enrollment is not required.
12. Students should be encouraged to obtain their degree as soon as possible and may not remain in a student position longer than five years (typical amount of time necessary to complete a degree) unless they move directly into an

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<b>Subject:</b> <b>Student Assistant Program</b>		<b>Page:</b>	3 of 3

advanced degree program. An exception request may be submitted to OHR due to the unavailability of a required course for the student's area of study or financial hardship that delays the student's graduation; approval is at the discretion of the Appointing Authority/OHR.

13. A student graduating with a post-secondary degree and not enrolling for the next semester in courses for a Master's or Doctorate degree or other education, may not be retained beyond the end of the semester in which they graduate unless they are completing an assignment or project. (Note: students graduating in the spring semester may be retained through the summer.) If the bureau desires to hire the student in a regular classified position, they may do so in accordance with the appropriate Civil Service Rules and Regulations.